

**City of Reading
Listing of Positions
For the 2014 Operating Budget**

<i>Division</i>	<i>Position Title</i>	<i>Status</i>	<i>Proposed 11/18 2014 Number of Employees</i>	
			<i>Full-Time</i>	<i>Part-Time</i>
Mayor	Mayor	Full-Time	1	-
	Assistant to the Mayor	Part-Time	-	1
	Special Assistant, Policy and Outreach	Full-Time	1	-
	Special Assistant, Government Services	Full-Time	1	-
	Special Assistant, Media	Full-Time	-	-
	Executive Assistant	Full-Time	1	-
			4	1
Managing Director	Managing Director	Full-Time	1	-
	Business Analyst	Full-Time	1	1
	Executive Secretary/ Admin Aide	Full-Time	1	-
			3	1
Human Relations Commission	HRC Executive Director	Full-Time	1	-
	HRC Investigator	Full-Time	-	-
	HRC Clerk	Full-Time	1	-
			2	-
City Auditor	City Auditor	Full-Time	1	-
	Auditing Coordinator	Full-Time	1	-
			2	-
City Council	Council President	Part-Time	-	1
	Council Member	Part-Time	-	6
	Deputy City Clerk	Full-Time	1	-
	Administrative Assistant	Full-Time	1	-
	City Clerk	Full-Time	1	-
	Intern	Part-Time	-	-
			3	7
Solicitor	Solicitor	Full-Time	1	-
	Confidential Secretary	Full-Time	1	-
	Executive Secretary/ Admin Aide/ Paralegal	Full-Time	1	-
	Legal Specialist	Full-Time	3	-
			6	-

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Division	Position Title	Status	2014 Number of Employees
Full-Time			
Part-Time			
Director of Administrative Services			
	Confidential Secretary	Full-Time	1
	Director of Administrative Services	Full-Time	1
	Grant Writer	Full-Time	1
	Controller	Full-Time	1
			4
Purchasing			
	Purchasing Coordinator	Full-Time	1
	Purchasing Clerk	Part-Time	-
	Printing Clerk	Part-Time	-
			1
			2
Accounting			
	Accounting & Treasury Manager	Full-Time	1
	Accountant	Full-Time	1
	Pension Administrator	Full-Time	1
	Pension Administrator Assistant	Part-Time	-
	Revenue Accountant	Full-Time	1
	Project Accountant - WWT	Full-Time	1
	Floater/Payroll	Full-Time	-
	Payroll Clerk	Full-Time	2
	Accounting Clerk	Full-Time	1
			8
			1
Information Technology			
	GIS Coordinator	Full-Time	1
	Public Safety Support	Full-Time	-
	Network Administrator	Full-Time	1
	Developer	Full-Time	2
	Web Developer	Full-Time	1
	Trainer	Full-Time	-
	System Support Analyst	Full-Time	2
	IT Manager	Full-Time	1
	Lead Developer	Full-Time	1
			9
			-
Citizens Service Center			
	Citizens Service Center Manager	Full-Time	1
	Treasury Coordinator	Full-Time	1
	Municipal Professional	Full-Time	2
	Municipal Aide II	Full-Time	7
			11
			-
Human Resources			
	Program Coordinator	Full-Time	-
	Human Resources Assistant	Full-Time	1
	HR Generalist	Full-Time	1
	Human Resources Manager	Full-Time	1
	Human Resources Coordinator - Benefits	Full-Time	1
			4
			-
Self - Insurance			
	Risk and Safety Coordinator	Full-Time	1
			1

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			<i>Full-Time</i>	<i>Part-Time</i>
Public Works	Confidential Secretary	Full-Time	1	-
	Public Works Director	Full-Time	1	-
	Engineering Aide III	Full-Time	1	-
	Engineering Aide IV	Full-Time	1	-
			<u>4</u>	<u>-</u>
Garage	Maintenance Mechanic	Full-Time	6	-
	Maintenance Worker I/Parts Person	Full-Time	1	-
	Secretary	Full-Time	1	-
	Small Engine Repairperson	Full-Time	1	-
	Foreman	Full-Time	1	-
			<u>10</u>	<u>-</u>
Highways	Equipment Operator II	Full-Time	13	-
	Engineering Aide III		1	-
	Maintenance Worker I/Sign maker	Full-Time	1	-
	Foreman	Full-Time	1	-
			<u>16</u>	<u>-</u>
Parks	Equipment Operator II	Full-Time	2	-
	Equipment Operator III	Full-Time	2	-
	Foreman	Full-Time	1	-
	Maintenance Worker I	Full-Time	-	-
	Maintenance Worker III	Full-Time	1	-
	Operations Division Manager	Full-Time	1	-
	Secretary	Full-Time	1	-
	Laborer	Part-Time	-	6
			<u>8</u>	<u>6</u>
Shade Tree	Equipment Operator II/Arborist	Full-Time	1	-
	Maintenance Worker I	Full-Time	1	-
			<u>2</u>	<u>-</u>
Public Property	Foreman	Full-Time	2	-
	Maintenance Worker III	Full-Time	-	-
	Tradesman	Full-Time	5	-
	Custodial Worker	Part-Time	-	8
			<u>7</u>	<u>8</u>

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		Proposed 11/18		
Division	Position Title	Status	2014 Number of Employees	
			Full-Time	Part-Time
Police - Criminal Investigations				
	Captain	Full-Time	1	-
	Police Officer (CI Assignment)	Full-Time	19	-
	Lieutenant	Full-Time	1	-
	Police Officer (ID Assignment)	Full-Time	4	-
	Court Liaison Officer	Part-Time	-	1
	Clerk	Part-Time	-	1
	Sergeant	Full-Time	4	-
			29	2
Police - Special Services				
	Captain	Full-Time	1	-
	Lead Clerk/Trainer	Full-Time	1	-
	Police Officer/FTO	Full-Time	-	-
	Telecommunicator Supervisor	Full-Time	1	-
	Telecommunicator I	Full-Time	2	-
	Telecommunicator II	Full-Time	12	-
	Telecommunicator	Part-Time	-	5
	Records Clerk	Full-Time	4	-
	Records Office Supervisor	Full-Time	1	-
	TAC Officer	Full-Time	1	-
	Lieutenant	Full-Time	2	-
	Secretary - Police Academy	Full-Time	1	-
	Sergeant - Video Surveillance	Full-Time	1	-
	Video System Supervisor	Full-Time	-	-
	Video Monitor	Part-Time	1	8
	Systems Administrator Supervisor	Full-Time	1	-
			29	13
Police - Patrol				
	Captain	Full-Time	1	-
	Lieutenant	Full-Time	4	-
	Police Officer	Full-Time	111	-
	Police Officer/FTO	Full-Time	3	-
	Sergeant	Full-Time	14	-
	Clerk	Part-Time	-	1
	School Crossing Guard	Part-Time	-	100
			133	101
Police - Administration				
	Chief of Police	Full-Time	1	-
	Confidential Secretary	Full-Time	1	-
	Lieutenant	Full-Time	1	-
	Administrative Assistant	Part-Time	-	1
			3	1

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			<i>Full-Time</i>	<i>Part-Time</i>
Fire Administration				
	Clerk Typist II	Full-Time	1	-
	Administrative Officer	Full-Time	1	-
	Fire Chief	Full-Time	1	-
	First Deputy Chief	Full-Time	4	-
			<hr/> 7	<hr/> -
Fire Special Services (Preventive Education)				
	LT Fire Prevention Officer	Full-Time	3	-
	Fire Marshal	Full-Time	1	-
			<hr/> 4	<hr/> -
Fire Training				
	Lt Fire Training Officer	Full-Time	1	-
			<hr/> 1	<hr/> -
Fire Suppression				
	Second Deputy Chief	Full-Time	4	-
	Firefighter V	Full-Time	69	-
	Firefighter IV	Full-Time	-	-
	Firefighter III	Full-Time	-	-
	Firefighter II	Full-Time	11	-
	Firefighter I	Full-Time	21	-
	Firefighter Trainee	Full-Time	-	-
	LT Fire Suppression Officer	Full-Time	4	-
			<hr/> 109	<hr/> -
Fire EMS				
	Deputy Chief/EMS Mgr	Full-Time	1	-
	EMS Lieutenant	Full-Time	4	-
	Firefighter V - Medic	Full-Time	-	-
	Firefighter IV - Medic	Full-Time	17	-
	Firefighter III - Medic	Full-Time	-	-
	Firefighter II - Medic	Full-Time	-	-
	Firefighter I - Medic	Full-Time	-	-
	Firefighter Trainee - Medic	Full-Time	3	-
	Transport Coordinator	Full-Time	1	-
	Wheelchair Van Driver	Full-Time	5	-
			<hr/> 31	<hr/> -

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			<i>Full-Time</i>	<i>Part-Time</i>
CD Planning	Planner III	Full-Time	1	-
			1	-
CD- Property Maintenance	Codes Manager	Full-Time	1	-
	Chief Clerk	Full-Time	1	-
	PMI Supervisor	Full-Time	3	-
	Development & Inspection Clerks	Full-Time	5	-
	PM Specialist	Full-Time	-	-
	Property Maint Aide	Full-Time	2	-
	Property Maint Inspector	Full-Time	20	-
	Housing Coordinator	Part-Time	-	-
	Clerk	Part-Time	-	-
			32	-
CD - Zoning	Zoning Administrator	Full-Time	1	-
	Zoning Technician	Full-Time	1	-
	Zoning Inspector	Full-Time	2	-
	Clerk	Part-Time	-	2
			4	2
CD - Trades	Secretary	Full-Time	1	-
	Chief Building Official	Full-Time	1	-
	Plumbing Inspector	Full-Time	1	-
	Building Inspector	Full-Time	1	-
	Electrical Inspector	Full-Time	1	-
	Mechanical Inspector	Full-Time	1	-
	HVAC Inspector	Full-Time	-	-
	Residential Inspector	Full-Time	1	-
	Clerk	Part-Time	-	-
			7	-
CD - Administration	Deputy CD Director	Full-Time	1	-
	Business Ambassador	Full-Time	-	-
	CD/Hist Preserv Specialist	Full-Time	1	-
			2	-
CD - HUD	CD Specialist	Full-Time	2	-
	CD Specialist Manager	Full-Time	1	-
	CD Specialist III	Full-Time	1	-
	Community Development Director	Full-Time	1	-
	Confidential Secretary	Full-Time	1	-
	Fiscal Officer	Full-Time	1	-
			7	-

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Division	Position Title	Status	Proposed 11/18 2014 Number of Employees	
			Full-Time	Part-Time
Library Administration	Director of Libraries	Full-Time	1	-
	Assistant Director of Libraries	Full-Time	2	-
			3	-
Library - Circulation	Librarian I	Full-Time	1	-
	Librarian III	Full-Time	1	-
			2	-
Library - Reference	Librarian II	Full-Time	4	-
	Librarian III	Full-Time	1	-
			5	-

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			<i>Full-Time</i>	<i>Part-Time</i>
Sewers	System Superintendent	Full-Time	1	-
	Utilities Systems Manager	Full-Time	1	-
	Utility Engineer	Full-Time	1	-
	Environmental Prog Coordinator	Full-Time	1	-
	Foreman	Full-Time	2	-
	Equip Op II	Full-Time	11	-
	Maint Worker III	Full-Time	-	-
	Clerk Typist I	Full-Time	1	-
	Engineer Aide III	Full-Time	-	-
	Engineer Aide IV	Full-Time	-	-
	Maintenance Mechanic	Full-Time	-	-
	Project Coordinator	Part-Time	-	3
			18	3
WWTP	Maint Supv	Full-Time	1	-
	Belt Press Op I	Full-Time	1	-
	Belt Press Op II	Full-Time	1	-
	Cert Oper/Shift Sup	Full-Time	6	-
	Operations Supv	Full-Time	1	-
	Elec/Elect Field Eng	Full-Time	1	-
	Utility Engineer	Full-Time	1	-
	Equip Op II	Full-Time	1	-
	Lab Supv	Full-Time	1	-
	Lab Tech	Full-Time	5	-
	Lab Tech	Part-Time	-	2
	Maint Worker II (Mech)	Full-Time	3	-
	Maintenance Mechanic	Full-Time	-	-
	Maint Worker III Elec/Mech	Full-Time	2	-
	Industrial Maint Mech	Full-Time	2	-
	Pump Tender	Full-Time	4	-
	Secretary	Full-Time	1	-
	Serv Utility Person	Full-Time	7	-
	Sewer Plant Operator I	Full-Time	1	-
	Sewer Plant Operator II	Full-Time	3	-
	Wastewater Treatment Manager	Full-Time	1	-
	Tradesman (Elec)	Full-Time	2	-
	Project Accountant - WWT	Full-Time	-	-
			45	2

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			<i>Full-Time</i>	<i>Part-Time</i>
Recycling	Division Manager	Full-Time	1	-
	Foreman	Full-Time	1	-
	Commercial/Institutional Recycling Coordinator	Full-Time	1	-
	Municipal Aide II	Full-Time	1	-
	Equipment Operator II	Full-Time	6	-
	Maintenance Worker II	Full-Time	5	-
	Reading School District Recycle Education	Full-Time	-	-
	Education Coordinator	Part-Time	-	1
	Graffiti Abatement Technician	Part-Time	-	-
			15	1
Trash	Solid Waste Supervisor	Full-Time	-	-
	Solid Waste Coordinator	Full-Time	1	-
	Graffiti Coordinator	Full-Time	-	-
	Clean City Coordinator	Full-Time	1	-
	Equipment Operator II	Full-Time	2	-
	Graffiti Abatement Technician	Part-Time	-	-
			4	-
<i>Number of Full-Time and Part-Time Employees</i>			596	151